

Follow-Up on Claims Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for the documentation related to my claim [Claim Number], submitted on [Date of Submission].

As I have not yet received the requested documents, I would appreciate any updates regarding this matter at your earliest convenience. This documentation is crucial for the timely processing of my claim, and I am eager to resolve this as soon as possible.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]